

Ministry

Energy and Minerals

Describe: Basic Job Details

Position

Position ID

Position Name

Senior Policy Analyst

Requested Class

Program Services 4

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Energy Policy, Resource Development/Royalty Policy

Supervisor's Position ID

Supervisor's Position Name

Manager, Royalty Policy

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Background Information

As steward of the energy and mineral resources owned on behalf of Albertans, Alberta Energy promotes responsible development and wise use of energy to support sustained prosperity for the province. Alberta Energy and Minerals manages and develops policy for the responsible development of Alberta's energy and mineral resources; grants industry the right to explore for and develop the resources; establishes, administers and monitors the effectiveness of fiscal and royalty systems; and encourages additional investment that creates jobs and economic prosperity.

The Resource Development Policy Branch under the Energy Policy Division leads sub-surface natural resource policy development across Alberta's upstream and emerging resources sectors. This includes the policy framework for coal, oil sands and oil and gas tenure and royalty, carbon capture and storage and enhanced oil recovery policy, as well as new policy for resources such as helium, geothermal, and minerals.

Led by the Director, Tenure and Royalty Policy Unit contributes to the delivery of these outcomes through the development and maintenance of the tenure and royalty policy frameworks to optimize the value of existing and emerging Crown-owned mineral resources for all Albertans now and into the future. Specific focus would be given to the development or enhancement of policies and legislation for developing, maintaining, evaluating and enhancing the tenure and royalty policies and legislation

for all commodities, including petroleum and natural gas, oil sands, coal, critical minerals, geothermal, etc. This would contribute to the department's mandate for responsible resource development and resource revenue collection.

Position Purpose

Reporting to the Manager, Royalty Policy, the Senior Policy Analyst is responsible for providing significant contributions as a subject matter expert with respect to the development of sound and robust royalty policies for Alberta's energy and mineral resources.

The purpose of this position is to:

- provide expert advice, analysis, and project management to support the review, development and implementation of policies;
- in consultation with management, recommend policy or regulation changes; and
- identify implications, benefits and risks.

This position requires a dedicated team player with strong analytical and communication skills to consult, facilitate, coordinate and lead policy initiatives that are integral to the successful deployment of subsurface injection activities in Alberta. Agility is a critical skill in this position to adjust to changing priorities and assignments.

An important aspect of this job is leading facilitation and consultation with internal and external stakeholders, teams and working groups on issues identification, policy development and implementation. The position supports the provision of advice and information by the Branch to the Department and other ministries on matters pertaining to energy and mineral resources tenure and royalty policies.

The incumbent will use a facilitative approach when working with multiple stakeholders (government departments, industry, NGOs, other levels of government, etc.) and develop information, processes, tools, and relationships that contribute to the delivery of responsible resource development and resource revenue collection. The Senior Policy Analyst will also provide a significant project management role in coordinating departmental project and research activities as well as working with Manager and Director in providing leadership and coordination to committees, establishes and maintains collaborative relationships with key stakeholders.

Responsibilities

Policy & Regulatory Development and Implementation

- Provide technical expertise to assist in the development of policies, legislation and regulations.
- Ensure policy is consistent with stated department and Government of Alberta's energy and climate change objectives.
- Consult with stakeholders to identify and analyze policy and regulatory barriers.
- Lead implementation of policies through appropriate changes to legislation and regulations.
- Lead and collaborate with teams and working groups on policy development and implementation.
- Work with other areas in the division, the department, and other ministries and jurisdictions in research, analysis, and development of policy recommendations relating to resource development.

Research and Analysis

- Develop recommendations and analysis that incorporate factors such as industry trends, business plan goals, stakeholder interests, and department objectives.
- Lead complex or long-term research projects as required.
- Research relevant economic and business information related to energy and mineral resource development.
- Research and provide advice on tenure and royalty issues pertaining to energy and mineral resources.
- Produce briefings, presentations and communications materials.
- Adapt and use appropriate research methodologies, analyze data and statistics, use economic or other modeling, manage social or economic databases, or lead research projects.
- Participate in departmental, intergovernmental and industry committees as needed pertaining to tenure and royalty policy development.

Program Operations

- Support implementation of programs (e.g. royalty programs, tenure programs, etc.), in collaboration with other branches and ministries where required, in a manner that ensures consistency with policy intent and Ministry protocols and standards.
- Support decisions on industry compliance with regulations, terms of contractual agreements and program requirements.
- Apply technical expertise to prepare advice and correspondence on behalf of the branch.

Communications and Stakeholder Relations

- Develop and present information to stakeholders, international delegations, the public and other interested parties.
- Communicate, consult with, and influence government (e.g. senior management) and external stakeholders (e.g., industry, public).
- Build and maintain effective working relationships within the branch and government, and with other governments, stakeholders and organizations, to support policy development, implementation and evaluation.

Support to the Branch and Division

- Contribute as a team member on broader energy and division/branch initiatives.
- Contribute to a building and maintaining a positive work environment within the branch and division.
- Deliver presentations to internal and external stakeholders, and represent the branch/division at events and on multi-stakeholder working groups and committees.
- Provide informal leadership and advice to colleagues and junior analysts within the division.

Problem Solving

Typical problems solved:

- The duties of the Senior Policy Analyst are often diverse and deal with complex and politically sensitive issues.
- The position supports management and the Minister of Energy by providing technical expertise on policy and program development, leading policy and program implementation, and monitoring the disposal/storage sectors.
 - Resource development policy increasingly requires consultation and collaborative work with industry, government and other internal and external stakeholders. Policy changes affect the energy industry, regulators, municipalities, and other government departments.
 - The duties contribute to division mandates, as well as provincial-level strategies and frameworks related to responsible resource development and revenue collection.
 - The duties may require working with the department's communications and legal services areas to resolve issues and achieve objectives.
 - Policy recommendations need to consider impacts on environment and different stakeholders, including government, industry and the public.

Types of guidance available for problem solving:

Guidance can be provided by:

- Using or adapting existing established processes, products, legislation.
- Assessing resources and information and continuously engaging with subject matter experts from other areas and internationally.
- Accessing subscriptions, Industry data and public data.
- Encouraging debate and idea generation from across the organization and outside the organization.
- Guidance provided by the Manager, Director, Executive Director, and ADM and other subject matter experts

Direct or indirect impacts of decisions:

This role is instrumental in providing sound policy analysis and advice to the management that contribute to the delivery of responsible resource development and resource revenue collection.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Department staff (coworkers, Manager, Director, Executive Director, other branches and divisions):

- Provides briefings, recommendations, and technical advice to management.
- Collaborates with other Resource Development Staff on the policy, regulatory, and operational considerations surrounding issues.
- Provides guidance and direction to more junior team members.

Other departments and agencies:

- Exchanges information, resolves issues and represents Ministry interests related to policy development and implementation and other related initiatives and issues.
- Leads or collaborates on complex policy research and development, economic analysis, briefing development, and recommendation of options.

External:

Industry professional and technical staff:

- Resolves issues and represents Ministry interests in relation to resource policy development and implementation and other related initiatives.
- Identifies and analyzes stakeholder and policy issues and their implications for the energy and minerals sectors.
- Obtains and analyzes quantitative and qualitative data.
- Provides consultation and advocacy.

Non-industry stakeholders:

- Exchanges information and represents Ministry interests in relation to resource policy development and implementation and other related initiatives.
- Identifies and analyzes stakeholder and policy issues and their implications for resource development policy.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Economics

2nd Major/Minor if applicable

Science

Designation

If other, specify:

post-secondary - public administration, business, arts, economics, political science, international relations

Job-specific experience, technical competencies, certification and/or training:

Knowledge:

- Knowledge of Alberta legislation and regulations related to energy and mineral development, tenure and royalties.
- Knowledge of Alberta's regulatory, tenure and royalty policies for energy and mineral resource development.
- Understanding of energy and mineral industries and related regulatory and environmental issues.
- Knowledge in economic theory and ability to perform complex analysis and research.
- Understanding of government decision making process.

Skills required

- Leadership of internal teams of peers and working groups comprised of staff from other ministries and external stakeholders.
- Well-developed research, analytical and problem solving skills.
- Human resources skills are required to liaise with and influence peers within the department, senior management, and members of other government department, external consultants and external stakeholders and Indigenous communities.
- Excellent teamwork skills, and proven written and verbal communication (including presentation) skills.

- Work effectively on teams or independently.
- Personal organization skills. Project management skills are desirable.

Education

- Post-secondary degree in environmental science, engineering, geology, economics, business, public administration, political science, or other related field, plus 4 years progressively responsible related experience.

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization’s objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>Policy development can yield various impacts to other existing policies. A key competency for this position is to ensure proposed policies can be effectively integrated with policies already in place.</p>
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>Policy development requires input from numerous stakeholders within Energy, Operations for example, and across government and agencies. The position must be able to work with other levels of government as required. Building networks with key contacts is a key component for success in this role as these contacts possess information and knowledge necessary for completion of policy</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve 	<p>Policy analysis often requires the use of varied and incomplete data. This shortfall will require the use of novel approaches to complete analyses and</p>

		<p>complex systems</p> <ul style="list-style-type: none"> • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>obtain reliable, useful results.</p>
<p>Drive for Results</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>Time constraints and competing tasks can be significant during policy development. This position will need to balance various requirements while meeting deadlines.</p>
<p>Agility</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>Policies are shaped by shifting political priorities, emerging social issues, stakeholder interests, and evolving legislation. The position assumes the possibility to adapt recommendations based on feedback, without losing momentum or clarity in the policy direction.</p>